

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)
POLICY DIRECTIVE 36-3
1 January 1996**

Personnel

**CIVILIAN TRAINING PROGRAMS
AT NON-GOVERNMENT FACILITIES**

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- REFERENCES:
- (a) Title 5, United States (U.S.) Code, Section 4101 et seq., Government Employees Training Act (GETA), as amended by the Federal Workforce Restructuring Act of 1994.
 - (b) DoD Directive (DoDD) 1430.4, Civilian Employee Training.
 - (c) Air Force Policy Directive (AFPD) 36-4, Air Force (AF) Civilian Training and Education.
 - (d) AFPD 36-6 Civilian Career Management.
 - (e) AF Instruction (AFI) 36-401, Employee Training and Development.
 - (f) AFI 36-601, Air Force Civilian Career Program Management.
 - (g) USTRANSCOM Regulation 40-2, Civilian Developmental Program.

A. PURPOSE: The purpose of this directive is to establish policies, procedures, and responsibilities for implementation of the USTRANSCOM Civilian Personnel Training Program at Non-Governmental Facilities. It conforms to federal laws and regulations and implements reference (b). Additionally, it contains instructions and guidance affecting the USTRANSCOM civilian personnel training program.

B. APPLICABILITY: This directive is applicable to all civilian personnel assigned to USTRANSCOM and supported by the Scott AFB Civilian Personnel Office (CPO).

C. DEFINITIONS:

1. Individual Development Plans (IDPs). Due to unique directorate requirements for individual positions, an individual development plan is needed to provide specific guidance for each employee's individual development training (IDT). This process involves supervisor-employee career discussions, goal setting, and research of relevant and reasonably available development opportunities, such as training at technical schools, short-term education, professional training and associations, long-term education, and rotational assignments. The individual development plan (IDP) should focus on what actions are necessary to ensure the employee is fully trained for the position and kept current on developments impacting that position.

2. Occupational Series Development Plans (OSDPs). OSDPs are based on the occupation series. These plans identify the knowledge, skills, and abilities required for the position description. Focus of the OSDPs is on the career development of the position.

3. Civilian Development and Advisory Committee (CDAC). Established to support and promote the professional development of the USTRANSCOM civilian work force; provide an executive perspective for civilian issues, and advise the senior command leadership on issues of concern to assigned civilian personnel as outlined in USTRANSCOM Regulation 40-2, 31 May 1994.

4. Non-Government Facilities. Any educational institution or entity, either non-profit or for profit, offering education or training to the general public. They must be capable of providing training, useful to DoD, which is not available from government sources within the required time frame. They are used predominately for technical courses, short-term education and professional training. Training courses at local educational institutions, accredited and approved by a nationally recognized accrediting agency or association and authorized to grant academic degrees, may be attended by an employee after duty hours if determined to be more economical for the government and requested by the employee.

D. POLICY AND PROCEDURES:

1. Manager and supervisor responsibilities:

1.1. Plan Training Needs:

1.2. Using the criteria in reference (e), AFI 36-401, paragraph 1.7.1, plan for the training needs of assigned employees.

1.3. Budget and program for training requirements.

1.4. Counsel employees on identified training needs as well as self-development opportunities available which would contribute to enhanced job performance.

2. Directorate training coordinator(s) will:

2.1 Serve as the point of contact for all civilian training requirements in their directorate or direct reporting element (DRE).

2. 2. Review civilian training requirements and compile a projected annual training plan (budget screening). Training surveys will be approved by Directors/Chiefs of Direct Reporting Elements (DREs).

2. 3. Assist directorate/DRE personnel in development of IDPs consistent with OSDPs. Maintain current OSDPs and IDPs on file within the directorate/DRE. Forward recommendation for changes to OSDPs to TCJ1-P. Current IDPs or changes for IDPs should be forwarded to TCJ1-P.

2. 4. Forward training requirements to TCJ1-P for mission-related training.

2.5. Maintain appropriate documentation for completed training.

3. First line supervisors will:

3.1. Identify specific employee's needs and validate development and training requirements in terms of skills and knowledge essential to accomplishment of the mission. Estimate projected costs for development and training occurrences. This is accomplished during the annual survey conducted by TCJ1-P.

3.2. Ensure employees are aware and scheduled for development and training opportunities, and ensure attendance at these scheduled activities. Arrange appropriate substitutes when necessary.

3.3. Participate in evaluation of the effectiveness of development activities in meeting objectives and improving mission effectiveness.

4. Individual Professional Development. Individual employees are ultimately responsible for their own professional development. Employees are expected and encouraged to:

4.1. Assess personal strengths and career goals and plan self-development activities.

4.2. Be knowledgeable of the applicable development plan for their position. Discuss the OSDPs and IDPs with supervisor on a periodic basis, at least once a year.

4.3. Take full advantage of training opportunities provided, and apply newly acquired knowledge and skills to the work situation.

4.4. Complete scheduled training.

5. Directors and Chiefs of DREs will:

5.1. Ensure that all approved training approved for their directorate/DRE meets the criteria set forth in this directive and the references.

5.2. Semiannually, examine all approved off duty training to ensure training is mission related.

5.3. Ensure all employees are aware of the training opportunities available to them to enhance their mission performance.

6. Training at non-government facilities with accredited educational institutions:

6.1. Off duty training at non-governmental facilities. At the supervisor's discretion, training which is available at local educational institutions, accredited and approved by a nationally recognized accrediting agency or association, and authorized to grant academic degrees, may be attended by an employee on off duty hours if more economical for the Government, and the employee agrees to such an arrangement. Courses will be taken on off duty hours, unless the course is only offered during duty hours; in which case, adjustments to the employee's standard duty hours may be made. Pursuant to the Government Employees Training Act (GETA), **employees are not entitled to overtime pay, differential pay, or compensatory time off while attending off duty courses.**

6.1.1. Training may not be for promotions or to provide the employee an opportunity to qualify for other positions.

6.1.2. Training may not be solely to obtain one or more academic degrees.

6.1.3. A training course which, when combined with courses already completed by the employee, might lead to a degree, may be approved by the supervisor if it meets the training criteria and fulfills a Government need for training. **No additional costs will be paid by the Government associated with the employee obtaining a degree.**

6.2. Fees.

6.2.1. Fees associated with off duty hours non-governmental training which are payable include: Tuition, books, and materials for approved course(s). **USTRANSCOM will not pay for optional fees or mandatory fees which are not course related** (e.g., health insurance, registration, activity, facilities, athletic, health, library, parking, food, housing, laundry, etc.) but will fund laboratory and other course-related fees. Purchase of supplies (paper, pencils, etc.) will be the responsibility of the employee. **Costs for vicinity travel will not be funded.** USTRANSCOM will not pay for the cost of the College Level Examination Program (CLEP), GMAT, GRE, SAT, or ACT examinations. Also not payable are examination costs or charges related to accrediting work or life experiences, and transfer of credits from another institution. For qualified acquisition employees, the Defense Activity for Non-Traditional Education Support (DANTES) testing is provided free of charge.

6.2.2. Minimization of costs. In order to obtain maximum benefit to the Command from limited funds; normally, no more than \$1,000 per individual per course may be authorized for attendance at local area educational institutions. In making training selections, supervisors must consider the cost-effectiveness (see paragraph 7) of the educational institution(s) identified by the employee.

6.2.3. Mission related. Funding is only available for mission-related training. Mission/occupation-related training does not include courses in religion, art, physical education, music, philosophy, literature, or history.

6.2.4. Reimbursement. Employees may request reimbursement on Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business. Attach a canceled check or receipt for books, tuition, related fees, etc. Employees who have been approved for local area off duty hours training have up to 90 days after the completion date of training to request reimbursement. Requests for reimbursement received after 90 days will not be honored. *Employees cannot be reimbursed if a Department of Defense (DD) Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement, has not been approved prior to course start date.* The employee may be required to reimburse USTRANSCOM for tuition and related expenses (excluding salary), if the course is not satisfactorily completed.

6.3. Continued Service Agreement (CSA). The GETA, (5 U.S.C. 4101 through 4108), requires a CSA for any training over 80 hours with a payback of three times the length of training. Continued service period does not begin until the first duty day following completion of the "program" or "course." The reverse of copy 1, DD Form 1556, should be signed by the employee prior to submission to the local civilian training office, or the training office may use their own CSA Form. Employees who attend training during off duty hours are also subject to the CSA requirement. When some or all of the additional training expenses are paid, but the employee receives no pay (i.e., after duty hours), the period of service is equal to the length of the training, with a minimum one month obligation.

6.4. Graduate vs Undergraduate Programs. USTRANSCOM may fund training which would qualify as an undergraduate or graduate course. Each course is selected for its potential contribution to effective performance in the employee's occupation and must meet training criteria.

6.5. Dual Compensation. Employees receiving USTRANSCOM funding for training may not receive additional compensation from other Government programs (e.g. Montgomery GI bill, etc.) The law governing veterans' educational assistance (38 U.S.C. 3681(a)(2)) prohibits the payment of an educational assistance allowance to an employee who is attending a course or training paid for under GETA. Such an employee would be subject to the prohibition described, regardless of whether the training occurs during duty hours or off duty hours.

7. Short Courses at Commercial Institutions. Short courses (normally two weeks duration or less) requiring full time attendance during duty hours may be approved at non-Government

facilities. While GETA does not require competitive bidding in obtaining training courses, supervisors must ensure that training funds are utilized in the most cost effective manner. Attendance at high cost locations (travel and TDY costs) will not be approved if the same training can be obtained at other low cost (travel and TDY costs) locations within the required training cycle.

APPROVED BY

HUBERT G. SMITH
Lieutenant General, U.S. Army
Deputy Commander in Chief

OPR: TCJ1-O

Distribution: X (TCCC-P, TCIG, TCIM, TCJA, TCPA, TCRC - 1 each; TCJ8, TCSG - 2 each; TCJ2 - 3; TCDC-JS, TCJ5 - 4 each; JTCC, TCJ1, TCJ6 - 5 each; TCJ3/J4 - 11).